



City and County of San Francisco
MAYOR'S OFFICE OF HOUSING AND COMMUNITY DEVELOPMENT

REQUEST FOR QUALIFICATIONS (RFQ)

MICRO LBE SET-ASIDE CONTRACTING OPPORTUNITY

Graphic Design and Copy Editing Services for Cultural Districts Program

For questions, email CommDevRFP@sfgov.org

Intent of this RFQ

MOHCD is pleased to announce its MICRO-LBE SET ASIDE Request for Qualifications (RFQ) from proposers to provide graphic design and copy editing and formatting services to support MOHCD's Cultural Districts program.

Schedule*

RFQ issued	June 28, 2023
Bidders' Conference (Registration Link)	June 30, 2023 at 10AM PST
Deadline for RFQ questions	July 6, 2023 at 5PM PST
Answers to RFQ questions issued	July 10, 2023
Deadline for RFQ response submission due date	July 31, 2023
Notification of qualified providers	September, 2023
Contract term begins	January 1, 2024

* Each date subject to change. Check website for latest schedule.

RFQ Questions and Communications

To ensure fair and equal access to information about this RFQ, written questions must be emailed to CommDevRFP@sfgov.org

Questions in writing must be received before 12:00pm PST on July 6, 2023. No questions will be accepted after this time with the exception of City vendor compliance or Contract Monitoring Division (CMD) requirement questions.

A summary of the questions and answers pertaining to this RFQ will be posted on the MOHCD website at <https://sf.gov/information/mohcd-vendors-and-contractors-solicitations> by July 10, 2023 by 5 pm PST.

1. Introduction

General terms used in this RFQ. The “Proposer” or “Respondent” refers to any entity submitting a response to this Request for Qualifications (“RFQ”) to be considered for inclusion on a pre-qualified consultant list. The “Contractor” refers to the Proposer(s) awarded contracts for services under this RFQ.

1.1 Statement of Need and Intent

What is the City seeking? MOHCD is seeking qualified pool of Proposers to provide graphic design services to support MOHCD’s Cultural Districts program and its grantees.

Qualifying proposer or their principals should have familiarity with the pertinent San Francisco communities, neighborhoods, City services systems and nonprofit ecosystem, as well as experience working with small nonprofit organizations.

1.2 Background of Mayor’s Office of Housing and Cultural Districts Program

San Francisco is the fourth largest city in California and serves as a center for business, commerce and culture for the West Coast. The City and County of San Francisco (the “City”) established by Charter in 1850, is a legal subdivision of the State of California with the governmental powers of both a city and a county under California law. The City’s powers are exercised through a Board of Supervisors serving as the legislative authority, and a Mayor and other independent elected officials serving as the executive authority.

The mission of the Mayor’s Office of Housing and Community Development (MOHCD) is to support San Franciscans with affordable housing opportunities and essential services to build strong communities. The department is organized into four divisions: Housing, Community Development, Homeownership and Below Market Rate (HBMR) programs, and Fiscal/Administrative.

The Community Development division works with a broad network of community-based partners to create an inclusive and equitable City where all residents can thrive. Specifically, MOHCD’s Community Development division:

- Manages local General Fund money to support programs that meet the essential needs of the city’s most vulnerable residents.
- Administers major federal grant programs, including the U.S. Department of Housing and Urban Development’s (HUD) Community Development Block Grant (CDBG) program and its Housing Opportunities for Persons with AIDS (HOPWA) program.
- Manages Housing Trust Fund to support housing stability services, as well as the Complete Neighborhoods program that supports community amenities in neighborhoods impacted by increased housing density.
- Administers the Cultural Districts Program, a placekeeping and placemaking initiative that works to stabilize vulnerable communities facing, or at risk of, displacement or gentrification, which is funded through a portion of the City’s Hotel Tax revenue.

The purpose of Cultural Districts is to celebrate and strengthen the unique cultural identities of San Francisco. Through a formalized, collaborative partnership between the City and communities, the goal is to coordinate resources to assist in stabilizing vulnerable communities facing, or at risk of, displacement or gentrification. The vision is to preserve, strengthen and promote cultural assets and diverse communities. If achieved, this will enable individuals, families and the businesses that serve and employ them, as well as nonprofit, community arts and educational institutions to live, work and prosper within the city. There are currently ten Cultural Districts located across San Francisco.

MOHCD’s investments support the city’s most vulnerable residents by providing much needed services, strengthening civil society, and advancing individual and collective opportunity. It is imperative for the office to be intentional and explicit in meeting its goals of reducing racial disparities in service delivery and increasing social and economic opportunities within San Francisco.

Racial Equity

In partnership with city and community leaders, MOHCD seeks to advance opportunities and improve programmatic outcomes for Black, Brown, and low-income residents. As such, MOHCD assesses programs, contracts, and procurements to ensure they advance the city's racial equity goals and will be working closely with Contractors to monitor the impact of investments. Capacity building will be provided, as well as clear information and the creation of channels to give and receive feedback to ensure that all parties are aligned in the expectation to create an inclusive and equitable City where all residents can thrive. MOHCD also affirms its commitment to centering its work on culturally responsive solutions developed by the people most impacted by social inequities.

2. Scope of Work

This scope of work is a general guide to the work MOHCD expects to be performed, and is not a complete listing of all services that may be required or desired.

To minimize duplication of effort and to allow MOHCD to coordinate data requests, as well as for previous and future projects, the selected Contractors' findings and data may be shared by MOHCD with other City contractors, as deemed appropriate by the City.

With whom will the Contractors work? Selected Contractor(s) will work closely with the staff at MOHCD to provide the services requested.

Services

The final terms of conditions of each awarded contract are subject to negotiation. Through this RFQ process, MOHCD is seeking proposals for the following opportunity:

Project Area	Term	Total Funding
Graphic Design for Nonprofits	Up to 4 years Tentatively 1/1/2024 – 12/31/2027	Up to \$95,000 per contract

Edit and create engaging and on-brand graphics for public reports. Copy Editor/Graphic designer will work with MOHCD staff and MOHCD grantees and organizations on report design, which includes but not limited to:

- Correct grammar, spelling and punctuation errors.
- Develop style guides to govern how content is created
- Arrange page layouts to include written content as well as elements like photos, maps, or other data representation
- Collaborate with MOHCD to define content needs and create a project timeline
- Fact-check all content in collaboration with MOHCD and organization groups such as the [Cultural Districts](#)
- Check content against a style guide, such as AP Style, Chicago Style or preferred for city government public documents
- Create guidelines for how logos and other branding materials should be displayed and used in reports such as the Cultural History, Housing, and Economic Sustainability Strategies (CHHESS) report.
- Help make design choices (e.g., fonts and colors) for all content

3. Response Requirements

3.1 Time and Place for Submission of Responses

Responses and all related materials must be received by **5:00 pm on July 31 2023** Responses must be emailed to CommDevRFP@sfgov.org. Late submissions will not be considered.

3.2 Submission Elements

The following items must be included in your response and clearly labeled. When submitting package via email, subject line should be labeled **RFQ: MOHCD Graphic Design Services for Cultural Districts Program, 2023 Proposal**.

Complete, but concise responses, are recommended for ease of review by the evaluation team. Responses should provide a straightforward, concise description of the Proposer's capabilities to satisfy the requirements of the RFQ. All parts, pages, figures, and tables should be numbered and clearly labeled, in 11 font, 8x11/12 pages.

A. Cover Sheet Template (no page limit) - Applicants will use the Coversheet Template found in Appendix A to provide key information about the proposing agency and the types of services they will provide

1) Proposer information

- 2) Checklist for all required documents
 - 3) Reference and Liability Form
- B. Cover Letter (no page limit) - Please submit a letter of introduction signed by an individual authorized to obligate the Respondent to fulfill the commitments contained in the Qualification Statement. The letter must include the following:
- 1) Statement identifying the Lead Respondent is responding to this RFQ;
 - 2) Brief overview of the Qualification Statements principal elements;
 - 3) Statement of the Respondent's overall ability and qualifications to conduct the work;
 - 4) Statement that the Respondent agrees to comply fully with the terms and conditions of the Agreements that can be found at [General Contract Terms and Conditions](#).
 - 5) Statement that the Respondent agrees to fully comply with all applicable San Francisco laws as outlined in Section 3.
- C. Qualification statement (4 pages max) – Provide sufficient information in the Qualifications Statement for the Selection Panel to evaluate the Respondent's ability to successfully complete the tasks outlined in the various scopes of service. Include in this section all of the following:
- 1) Demonstrated Experience of performing similar assignments
 - 2) Describe Respondent background qualifications, commitment, strength, and technical capabilities to fulfill all services specified and required, to successfully complete the work; and
 - 3) If joint consultants or sub-consultants are proposed, provide the above information for each. Note that full contact information for each of the three projects must be included and the City reserves the right to conduct reference checks on any of the project owners.
- D. Project Approach and Scope of Work (5 pages max)
- 1) Describe the service your firm proposes to provide and how it will be provided.
 - 2) For each of the services that your firm proposes to provide to the City, include the following information:
 - i) Overall approach for meeting the goals and objectives of the City's scope of service;
 - ii) Team organization, availability of individuals identified in the Qualifications Statement;
 - iii) Approach for coordinating/managing all work activities to meet project milestones and deliverable due dates on time and within budget;
 - iv) Any special expertise to be provided for the various services requested.
- E. Project Team Expertise/Skills of Assigned Staff (4 pages max) - Provide the following information:
- 1) Proposed team structure – include background, expertise, and authority of the staff person(s) who would prepare deliverables, depending on the scope of work, and key person on each proposed project team (e.g. who would be the key contact on the team to provide services).
 - 2) Explain the role of each additional person on the team will play in the applicable scope of work. Include background, expertise, and authority of the staff person(s) who would prepare deliverables,
 - 3) Written assurance that the key individuals listed and identified will be performing the work and will not be substituted with other personnel or reassigned to another project without the City's prior approval;
 - 4) Disclose whether any proposed staff have ever been removed or asked to resign from an engagement;
- F. Fee proposal – include costs (e.g. staffing, hours, and/or hourly rate) for services listed in page 4. (no page limit)
- G. Supporting documents (no page limit)
- 1) Exhibit A – Resumes for key persons on all project teams. Resumes shall contain sufficient information for the Selection Panel to evaluate the ability and experience of key/lead team member(s) to successfully fulfill their roles and complete the scope of services
 - 2) Exhibit B – At least one (1) and up to three (3) relevant work samples completed in the past five (5) years similar in size and scope prepared by your firm including client, reference and telephone numbers, staff members who worked on each project, budget, schedule and project summary.

Submission package must contain all elements, and be labeled correctly. Each document should include signatures, where applicable.

Respondents are advised to review all links found in the Cover Sheet Template Contract Requirements (Section 3) before beginning to work on Qualifications Statement or Project Approach, to ensure that City's requirements can be met.

4. Contract Requirements

4.0 Micro-LBE Set-Aside Program

This RFQ is issued through the Micro-LBE Set-Aside Program (MLSAP). This RFQ is open only to consultants with CMD SF Micro-LBE certification in a category relevant to the scope of work described in Part 2.

4.1 Vendor Status

Proposer must fulfill the City's administrative requirements for doing business with the City and become a compliant vendor prior to contract award. Fulfillment is defined as completion, submission and approval by applicable City agencies of the forms and requirements referenced in RFQ. Proposer must fulfill the City's administrative requirements for doing business with the City and become a compliant supplier prior to contract award. The City highly recommends that Contractors at the time of Response submission fulfill the administrative requirements for doing business with the City. Please go to [Qualify to Do Business](#) for more information and supplemental forms.

If you are new to contracting with the City and County of San Francisco, we strongly encourage you submit your compliance forms at the time of the proposal submission.

4.2 Standard Contract Provisions

The successful Respondents will be required to enter into a contract substantially in the form of the Agreement for Professional Services. Failure to timely execute the contract, or to furnish any and all insurance certificates and policy endorsement, surety bonds or other materials required in the contract, shall be deemed an abandonment of a contract offer. The City, in its sole discretion, may select another firm and may proceed against the original selectee for damages. Here is a sample of [of the City and County of San Francisco Standard Professional Services Agreement \(P-600\)](#).

Respondents are urged to pay special attention to the requirements of Administrative Code Chapters 12B and 12C, Nondiscrimination in Contracts and Benefits, (§10.5 in the Agreement); the Minimum Compensation Ordinance (§10.7 in the Agreement); the Health Care Accountability Ordinance (§10.8 in the Agreement); the First Source Hiring Program (§10.9 in the Agreement); and applicable conflict of interest laws (§10.2 in the Agreement), as set forth in labeled paragraphs below.

4.3 Nondiscrimination in Contracts and Benefits

The successful Respondents will be required to agree to comply fully with and be bound by the provisions of Chapters 12B and 12C of the San Francisco Administrative Code. Generally, Chapter 12B prohibits the City and County of San Francisco from entering into contracts or leases with any entity that discriminates in the provision of benefits between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of employees. The Chapter 12C requires nondiscrimination in contracts in public accommodation. Additional information on Chapters 12B and 12C is available on the CMD's website at www.sfCMD.org.

4.4 Minimum Compensation Ordinance (MCO)

The successful Respondents will be required to agree to comply fully with and be bound by the provisions of the Minimum Compensation Ordinance (MCO), as set forth in S.F. Administrative Code Chapter 12P. Generally, this Ordinance requires contractors to provide employees covered by the Ordinance who do work funded under the contract with hourly gross compensation and paid and unpaid time off that meet certain minimum requirements. For the contractual requirements of the MCO, see §47.

For the amount of hourly gross compensation currently required under the MCO, see www.sfgov.org/olse/mco. Note that this hourly rate may increase on January 1 of each year and that contractors will be required to pay any such increases to covered employees during the term of the contract. Please go to [Minimum Wage Ordinance](#) for information.

4.5 Health Care Accountability Ordinance (HCAO)

The successful Respondents will be required to agree to comply fully with and be bound by the provisions of the Health Care Accountability Ordinance (HCAO), as set forth in S.F. Administrative Code Chapter 12Q. Contractors should consult the San Francisco Administrative Code to determine their compliance obligations under this chapter. Please go to [Health Care Accountability Ordinance \(HCAO\)](#) for more information.

4.6 First Source Hiring Program (FSHP)

If the contract is for more than \$50,000, then the First Source Hiring Program (Admin. Code Chapter 83) may apply. Generally, this ordinance requires contractors to notify the First Source Hiring Program of available entry-level jobs and provide the Workforce Development System with the first opportunity to refer qualified individuals for employment.

Contractors should consult the San Francisco Administrative Code to determine their compliance obligations under this chapter. Additional information regarding the FSHP is available on the web at <http://www.workforcedevelopmentsf.org/> and from the First Source Hiring Administrator, (415) 401-4960.

4.7 Subcontracting

Applicants may include subcontracting arrangements with other agencies; however, these arrangements must be made prior to submission of the proposal. Confirmation of a memorandum of understanding or other formal agreement between the applicant and subcontractor may be requested by MOHCD.

4.8 Collaboratives

Collaboratives, i.e. joint ventures or a team of organizations with complementary skills and experience, are permitted to respond to this RFQ. Proposals from collaboratives must designate a lead agency to serve as the fiscal sponsor for the partners. The lead agency will be responsible for effectively planning and managing the delivery of services described in this RFQ. The lead agency must also demonstrate the management and financial capability needed to oversee the delivery of the proposed services and account for the contract funds for all collaborative partners.

4.9 Contract Award

The selection process will include an evaluation of the minimum qualifications and written responses by MOHCD staff. MOHCD has the option of conducting oral interviews as part of the evaluation process. MOHCD will select the finalists with whom MOHCD staff shall commence contract negotiations. The selection of a proposal shall not imply acceptance by MOHCD of all terms of the proposal, which may be subject to further negotiation and approvals before MOHCD may be legally bound thereby. If a satisfactory contract cannot be negotiated in a reasonable time, MOHCD, in its sole discretion, may terminate negotiations and begin contract negotiations with another qualified proposer.

4.10 LBE Subconsulting Participation Requirement

This project does not have an LBE subcontracting requirement.

4.11 Rating Bonus

Not applicable.

Joint Venture Rating

Not applicable.

4.12 LBE Payment and Utilization Tracking

The successful prime consultants and all participating subcontractors are required to use the Payment Module of the City's Peoplesoft Financial Management System (FSP), and are required to submit CMD Payment Affidavits by confirming payments and entering payment data, unless instructed otherwise by CMD. Failure to submit all required payment information to the City's Financial System with each payment request may result in withholding of 20 % of the payment due. If assistance is needed, please contact user support at 1.415.944.2442 or by emailing sfcitypartnersupport@sfgov.org. Self-Service Training is also located on the web at: <https://sfcitypartner.sfgov.org/pages/training.aspx>.

CMD Forms Due with Proposal

The CMD Forms listed below are due with the proposal.

- Form 2A CMD Contract Participation
- Form 3 CMD Non-Discrimination Affidavit
- Form 5 CMD Employment Form

The forms are located in CMD Attachment #5, which can be accessed at the CMD Website:

<https://sf.gov/resource/2022/lbe-contract-requirements-cmd-attachments>

Failure to complete, sign, and submit each of the required CMD forms may result in the response package being deemed non-responsive and rejected.

CMD Contact

If you have any questions concerning the CMD forms or requirements, please contact Ivan Oldenkamp, the CMD Contract Compliance Officer for this RFQ at (415) 816-8406 or ivan.olenkamp@sfgov.org

4.13 Chapters 12B and 12C Requirements (Equal Benefits)

Effective June 1, 1997, Chapter 12B of the San Francisco Administrative Code was amended to prohibit the City from entering into contracts or leases with any entity that discriminates in the provision of benefits between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of employees. All proposing firms should be in the process of becoming compliant with Chapter 12B if not already compliant. The HRC has developed rules of procedure and various resource materials explaining the equal benefits program. These materials are available by calling the CMD Equal Benefits Section at (415) 581-2310 or by visiting the CMD website at www.sfgov.org/cmd.

5. Evaluation Criteria

This section describes the guidelines used for analyzing and evaluating the responses and for Proposee. It is MOHCD's intent to pre-qualify three to five Proposers that will provide the best overall service packages to MOHCD. Consultant firms selected for pre-qualification are not guaranteed a contract. This RFQ does not in any way limit MOHCD's right to solicit contracts for similar or identical services if, in MOHCD's sole and absolute discretion, it determines the pre-qualified list is inadequate to satisfy its needs.

5.1 Evaluation Team

City staff and representatives with expertise in the project areas in this RFQ and/or familiarity with San Francisco neighborhoods and communities participating in the capacity building and technical assistance services, will serve as the Evaluation Team responsible for evaluating Proposers. Specifically, the team will be responsible for the evaluation and rating of the responses for pre-qualification, for conducting reference checks, and for interviews, if desired by MOHCD.

5.2 Qualifications

Any response that does not demonstrate that the Proposer meets the qualifications described above by the response deadline may be considered non-responsive and may not be evaluated or eligible for award of any subsequent contract(s).

Qualifying Proposers or their principals should have familiarity with the pertinent San Francisco communities, neighborhoods, nonprofit ecosystem and demonstrate experience in the interested service area.

Proposers receiving a contract from this RFQ must be approved City suppliers or have started the process of becoming a City Supplier at time of proposal submission. See Section 3.

- MOHCD contracts are administered on a cost reimbursement basis. Contractors are reimbursed after invoicing for expenses incurred.
- No City agencies or departments may apply for funding under this RFQ.
- Additional requirements may be detailed under each funding opportunity description in Section 2.

5.3 Evaluation Criteria

Each RFQ response will be evaluated in accordance with the criteria below for each scope of work they seek to qualify for. If a Proposer applies for multiple projects, submit separate proposals for each project. Proposer with highest scores will be considered for the contract.

Written Response Evaluation (100 points)

A. Qualification Statement (35 points)

1. Demonstrated experience of performing similar assignments
2. Describe and summarize Respondent's background qualifications, commitment, strength, and technical capabilities to fulfill all services specified and required, and successfully accomplish the work;
3. Proven ability to successfully meet the proposed scope of work outlined in this RFQ
4. Provide one (1) to three (3) work samples completed in the last five (5) years similar in size and scope prepared by your firm including client, reference and telephone numbers, staff members who worked on each project, budget, schedule and project summary.

B. Project Approach and Scope of Work (20 points)

1. Describe which services in Section 2 your firm proposes to provide and how each will be provided..
2. For each of the services that your firm proposes to provide to the City, include the following information:
 - Overall approach for meeting the goals and objectives of the City's scope of service;

- Approach for coordinating/managing all work activities to meet project milestones and deliverable due dates on time and within budget;
- Any special expertise to be provided for the project(s).

C. Project Team Expertise/Skills of Assigned Staff (20 points)

1. Proposed team structure - include background, expertise, and authority of the staff person(s) who would prepare deliverables, depending on the scope of work, and key person on each proposed project team (e.g. who would be the key contact on the team to provide services).;
2. Proposed team structure – include background, expertise, and authority of the staff person(s);
3. Written assurance that the key individuals listed and identified will be performing the work and will not be substituted with other personnel or reassigned to another project without the City's prior approval;
4. Disclose whether any proposed staff have ever been removed or asked to resign from an engagement; and
5. Provide resumes in Exhibit A to contain sufficient information for the Selection Panel to evaluate the ability and experience to successfully fulfill their roles, and complete the scope of services.

D. Fee Proposal (25 points)

1. Appropriateness and reasonableness of fees.

MOHCD will average the initial reviewers scores for each proposal to generate its final score. This will ensure all proposals have a final score out of 100 points. Final scores allow MOHCD to develop a final ranking of eligible proposals.

MOHCD will release intent to award letter in September 2023.

5.4 Contractor Selection Processes

Proposers with highest score will be eligible for potential contract negotiations with MOHCD. Due to the specific nature of the services to be performed, MOHCD reserves the right to contract with any, all or none of the qualified Proposers.

Selection Interviews

Following MOHCD's determination, MOHCD may invite qualified Proposers to interview with MOHCD for specific projects or MOHCD may select specific prequalified Proposers directly for negotiations without additional selection processes. MOHCD has sole and absolute discretion over whether interviews will be conducted or not to select pre-qualified Proposers for contract negotiations. If interviews are conducted, points awarded for interviews will be separate from the points awarded during the pre-qualification process. The pre-qualified Proposer's lead staff members who would be responsible for the proposed project on a day-to-day basis should be present for the interview.

Reference Checks

Reference checks may be used to determine the applicability of Proposer's experience to the services MOHCD is requesting and the quality of services and staffing provided to prior clients, as well as adherence to schedules/budgets and Proposer's problem-solving, project management, and communication abilities, as well as performance on deliverables and outcomes, as well as effectiveness in meeting or exceeding project objectives. Please see Attachment I, Section 14, Release of Liability.

Creating A Prequalified Pool

MOHCD may use the prequalified list, as its sole and absolute discretion, for selection of Respondents and negotiations of contracts on an as-needed basis for two (2) years, and up to four (4) years from the prequalification date, if the requirements of San Francisco Administration Code Section 21.4 (C) (2) are met. Firms prequalified under this RFQ are not guaranteed a contract.

Other Terms and Conditions

If a satisfactory contract cannot be negotiated in a reasonable time with any Proposer, then MOHCD, in its sole discretion, may terminate negotiations and begin contract negotiations with any other remaining qualified Proposers.

MOHCD, in its sole discretion, has the right to approve or disapprove any staff person assigned to a Proposer's projects before and throughout the contract term. MOHCD reserves the right at any time to approve, disapprove, or modify proposed project plans, timelines and deliverables.

6. Protest Procedures

6.1 Protest of Non-Responsiveness Determination

Proposals will be determined as non-responsive if they are incomplete, or undelivered. If we determine your proposal to be non-responsive, we will inform you. Applicants may appeal a determination of non-responsiveness to this RFQ by submitting notice by email to MOHCD setting forth the grounds for the appeal by no later than five (5) business days after receiving MOHCD's determination.

6.2 Protest of Selection of Consultant

Contractors will be notified if a proposal was not selected for an award. If there is disagreement with the decision, Contractors may file a formal appeal within five (5) business days of the award announcement. MOHCD must receive the appeal on or before the fifth business day.

The appeal must include a written statement of each of the grounds for appeal. An individual authorized to represent the Proposer must submit the appeal by email to CommDevRFP@sfgov.org. The appeal must cite all applicable laws, rules, procedures, or provisions that we did not follow faithfully, as documented in this RFQ. The appeal must specify facts and evidence enough for us to determine its validity. Disagreements about program quality or value do not constitute grounds for appeal. Failure to object or appeal in the manner and within the times set forth above will constitute a complete and irrevocable waiver of any appeal of MOHCD's decision.

6.3 Delivery of Protests

MOHCD will only accept appeals of non-responsiveness or an award decision by email. It is the responsibility of applicants to ensure email delivery prior to the deadline specified.

A panel selected by MOHCD will review all eligible appeals, and the panel decisions will be final. If necessary, we will schedule a meeting with the Proposer within ten (10) calendar days of receiving the appeal.

**Graphic Design Services for Cultural Districts Program
Coversheet Template**

Part I - Proposer Information

Name of Firm:	
Headquarter Address:	
Phone No.:	
Toll Free Phone No.:	
Contact Name & Title:	
E-mail:	
SF Supplier ID:	
Federal Tax ID:	
Payment Terms:	
Person Preparing Bid:	
Local Representative Name and Number:	

Main Point of Contact:

Telephone:	
Fax:	
Email:	

Part II - Proposer Questionnaire

Question	Yes	No
1. Have you registered as a Bidder or Supplier, through the Supplier Portal (https://sfcitypartner.sfgov.org/) ? If yes, what is your Bidder ID or Supplier ID? _____		
1A. For organizations/firms using a Fiscal Agent, Is the fiscal agent registered as a Bidder (https://sfcitypartner.sfgov.org/) ? If yes, what is your Bidder ID or Supplier ID? _____		
2. Has your company enrolled with Paymode-X to receive electronic payments from the City? https://www.paymode.com/city_countyofsanfrancisco		
3. Have you registered your business with the San Francisco Treasurer & Tax Collector as required prior to submission of any Proposal? Enter your Business Tax Registration ID here: _____		
4. Are you claiming LBE preference on this solicitation per Chapter 14B? Note: To claim LBE preference for this solicitation, you must be certified in the following LBE certification categories by the Proposal Due Date: SBE /LBE San Francisco CMD LBE Certification Program † SBE State of California, General Services SBE Program DBE California Unified Certification Program (CUCP) DBE Program		
5. Have you submitted with your Proposal all the <u>Minimum Qualification Statement</u> outlined in the accompanying solicitation document? If you reply NO to any document, please explain.		
6. Have you submitted with your Proposal a <u>Fee Proposal</u> that complies with the requirements of the accompanying solicitation document? If you reply NO to any document, please explain.		
7. Have you submitted with your Proposal, the <u>Proposal Approach and Scope of Work</u> that complies with the requirements of the accompanying solicitation document? If you reply NO to any document, please explain.		
8. Have you submitted with your Proposal all the <u>Required Supporting Documentation</u> outlined in the accompanying solicitation document? If you reply NO to any document, please explain.		

Part III

Proposer References

All proposers, including current Contractor, must provide references for at least **three (3)** organizations of the approximate size and volume comparable to commodities and/or services described in this Solicitation. Upon request, successful proposer(s) may also be required to submit a letter of reference from each reference listed within five (5) days of notification. Failure to do so may result in rejection of proposal.

1. Name of Company	<input type="text"/>
Address (street, city, state, zip)	<input type="text"/>
Contact Name	<input type="text"/>
Phone No.	<input type="text"/>
Email	<input type="text"/>
Number of Years Providing Service	<input type="text"/>
2. Name of Company	<input type="text"/>
Address (street, city, state, zip)	<input type="text"/>
Contact Name	<input type="text"/>
Phone No.	<input type="text"/>
Email	<input type="text"/>
Number of Years Providing Service	<input type="text"/>
3. Name of Company	<input type="text"/>
Address (street, city, state, zip)	<input type="text"/>
Contact Name	<input type="text"/>
Phone No.	<input type="text"/>
Email	<input type="text"/>
Number of Years Providing Service	<input type="text"/>

Part IV

Proposer Release of Liability for References

The undersigned hereby fully and forever release, exonerate, discharge and covenant not to sue the City, its commissions and boards, officers and employees, and all individuals, entities and firms providing information, comments, or conclusions ("Reference Information") in response to inquiries that the City may make regarding the qualifications or experience of a Prime proposer, proposed joint venture partner, proposed subconsultant or proposed key/lead team member in connection with the selection process for **Capacity Building and Technical Assistance** from and for any and all claims, causes of action, demands, damages, and any and all liabilities of any kind or description, in law, equity, or otherwise arising out of the provision of said Reference Information. This Release and Waiver is freely given and will be applicable whether or not the responses by said individuals, entities or firms are accurate or not, or made willfully or negligently.

Company Name

Signature of Authorized Representative of Company

Print Name and Title

Date

Part V.

Proposer Certification of Truth, Accuracy, and Completeness

I certify that based on information and belief formed after reasonable inquiry, the statements and information contained in this document are true, accurate, and complete.

Company Name

Signature of Authorized Representative of Company

Print Name and Title

Date